



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 11-22-71		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed DEC 2 1971 40 DEC 6 1971	
2. Agency Application No. 8		3. AGENCY, Division, Subdivision & Administering Office Address Comptroller General's Office State Fire Marshal's Office Hazardous Materials Division		4. Person to Contact E. H. Edwards, Jr.	
				5. Working Title Director, HMD	6. Tel. No. 656-2064
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1960 to date		9. EXACT SERIES TITLE LP Gas License and Inspection Records LIQUIFIED PETROLEUM GAS CO. CASE FILES			
10. What function performed resulted in creation of this series Regulation of the LP Gas Industry for storage, handling, use and transport of LP Gas as required by the Liquefied Petroleum Safety Act of 1949. Licenses are issued annually and as new installations are approved. Routine and approval inspections are conducted and deficiency reports submitted and filed.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any Annual (Calendar Year) record of LP Gas license applications (FM-29), Certificates of Insurance (FM-28), licenses (FM-3), inspection reports (FM-17), plans for new installations and correspondence.					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 1/2 3	
Legal-size File Drawers		12	24	Floor Space Occupied (Square Feet) 12.6 9	
				By Annual Accumulation This Year's Last Year's Preceding Year's All Prior Years' 25 10 2 less than 1	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s) / 3 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 7 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):
Based on experience of requests for information contained in these records.
Requests have generally resulted from delayed court cases.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by E. H. Edwards, Jr.	Recommendations prepared by E. H. Edwards, Jr.	Approved for Division Date <i>John Doe</i> 11-1-71	Records Management Officer Date
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>Thomas L. Chalkley</i>	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date 12-1-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Benjamin T. J. Tilton</i>	Date 12-2-71
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 12-2-71